

STAFF REPORT

Meeting Date: July 16, 2003

TO: LAFCO Commissioners

FROM: Everett Millais, Executive Officer

SUBJECT: Adjournment Times - LAFCO Meetings in September, October and November 2003

RECOMMENDATION:

Extend the standard adjournment time for the September 17, October 15 and November 19 meetings from 12 p.m. (noon) until 5 p.m.

DISCUSSION:

The Commissioner's Handbook contains the following policy as a part of the Commission Protocols:

"1.3.3.6 Standard Adjournment: The Commission establishes 12:00 p.m. (noon) as the hour of adjournment and will not continue beyond 12:00 p.m. (noon) without a majority vote of the Commission. To assist in making the determination to continue a meeting beyond 12:00 p.m. (noon) the Commission should determine that discussion, deliberation and action on remaining agenda items can be concluded by 5:00 p.m. of the same day and/or that action by the Commission on an agenda item that day is required by law.

If agenda items remain after the 12:00 p.m. (noon) adjournment, a special meeting may be scheduled or the items deferred until the next meeting."

COMMISSIONERS AND STAFF

COUNTY: Steve Bennett Kathy Long <i>Alternate:</i> Linda Parks	CITY: John Zaragoza, Vice Chair Evaristo Barajas <i>Alternate:</i> Don Waunch	SPECIAL DISTRICT: Jack Curtis Dick Richardson <i>Alternate:</i> Ted Grandsen	PUBLIC: Louis Cunningham, Chair <i>Alternate:</i> Kenneth M. Hess
EXECUTIVE OFFICER: Everett Millais	PLANNER III: Hollie Brunsky	CLERK: Debbie Schubert	LEGAL COUNSEL: Noel Klebaum

As discussed with the Commission in June, water and wastewater service reviews will be scheduled for action at the September 16, October 15 and November 19 meetings. It is anticipated that action will be recommended on service reviews for the Calleguas watershed agencies in September (15 agencies), for the Ojai/Ventura area agencies in October (11 agencies) and for the Santa Clara watershed agencies in November (10 agencies). PDC, the consultants preparing the water and/or wastewater service reviews, and staff expect that public comment and Commission review, discussion and action on service reviews at each meeting will take approximately 2½ to 3 hours. This leaves little or no time for the Commission to conduct any other business before the 12 noon standard agenda time.

In order to provide applicants with some certainty about when Commission actions will be scheduled, it is recommended that the Commission vote now to extend the standard adjournment time for the September, October and November meetings to 5 p.m. If a majority of the Commission is unavailable for potential all day meetings in September, October and/or November, the other options are to either wait until the meeting is convened before deciding on an adjournment time, or to direct the Executive Officer, in conjunction with the Chair, to schedule a Special Meeting in compliance with applicable laws and the availability of a majority of the Commission.

Because of a recent filing by the City of Fillmore of what is known as the Heritage Valley Reorganization and Sphere of Influence amendment, Commission action about extending the standard adjournment time (or setting a special meeting), is perhaps most necessary for September. Notice about action on this project will be sent to property owners within 300 feet of the exterior boundaries of the proposal area at least 3 weeks before the meeting, and this proposal, by itself, could take several hours for public testimony and Commission review, discussion and action.

Please check your calendars for September 16, October 15 and November 17, to confirm whether or not you can be available for a possible all-day meeting. If the Commission does decide to extend the adjournment time to 5 p.m. for one or more of these meetings, staff will work with the Chair about establishing set times for breaks and lunch.